# Checklist for Managing Students/ Staff with Symptoms of COVID-19

**Public Health**
Seattle & King County

| | |
|---|---|
| **A.** | **Management of Sick Student/Staff** |
| 1. | Evaluate exposure, diagnosis and symptoms |
| | o Ask about known or suspected exposure to a confirmed COVID-19 case during the 14 days prior to illness start |
| | o Ask about chronic illness diagnosis or recent non-COVID illness diagnosis that would explain symptoms |
| | o Ask about current symptoms and date symptoms appeared (see *School Case & Close Contact Lists Template* in toolkit) |
| 2. | Isolate sick student/staff in designated area. Ensure sick students are supervised |
| | o Implement appropriate infection control |
| | ▪ Use of cloth face coverings for sick student/staff |
| | ▪ Ensure use of medical grade masks for staff supervising sick student/s |
| 3. | Notify designated parent/guardian or other individual to facilitate student/staff getting home safely |
| 4. | Provide resources and information to ill staff and families of ill students |
| | o *COVID-19 Fact Sheets for Families and Staff* (in toolkit) |
| | o COVID testing – where to get tested, etc. (see kingcounty.gov/covid/testing) |
| | o *When Can I Return to School?* for Families and Staff (in toolkit) |
| 5. | Clean & disinfect area |
| | o Do not use area until cleaning is complete (example: close off area, post sign, etc.) |
| | o Request custodial services to appropriately clean & disinfect |
| **B.** | **Collect information** |
| 1. | Determine potential infectious period |
| | o _____/_____/_____ Date symptom(s) began |
| | o _____/_____/_____ Infectious period begins (2 days prior to start of symptoms) |
| | o _____/_____/_____ Infectious period ends (10 days after start of symptoms) |
| 2. | Draft list of potential close contacts (see Close Contact List Template in toolkit) |
| | o **Do not notify or contact potential close contacts at this time.** Public Health – Seattle & King County will notify close contacts if student/staff are confirmed to have COVID-19 with a positive test result. |
| | o Include any individual who was within 6 ft. (2 meters) of a symptomatic person for at least 15 minutes during the infectious period |
| | o Verify sick student/staff school schedule & attendance during infectious period |
| | o Consider if sick student may have exposed: |
| | ▪ Other students in same classroom/s, other common area (bathrooms, lunchroom, etc.) |
| | ▪ Other teachers, school staff |
| | o Consider sick staff may have exposed: |
| | ▪ Other school staff – ask about meetings, break rooms, trainings, etc. |
| | ▪ Students – ask about students in assigned cohort & outside of classroom(s) |
| **C.** | **Communication** |
| 1. | Optional: Notify School District COVID-19 Coordinator if your district wants to track all students/staff with COVID-like symptoms at the district level. |
| 2. | If student/staff with suspected symptoms are confirmed to have COVID-19 with a positive test result, refer to *Checklist for Managing Student/Staff with Confirmed COVID-19* in the toolkit for next steps. |

# Checklist for Managing Students/ Staff with Confirmed COVID-19

**Public Health**
Seattle & King County

| | |
|---|---|
| **A.** | **Report of COVID-19 Positive Student or Staff** |

1. Complete the *School Case & Close Contact Lists* to track COVID-19 positive students or staff
2. Provide resources and information to COVID-19 positive staff or student family *(see toolkit templates)*
   - *Return to School Following Illness-Exposure Guidance* for Suspected or Confirmed Cases
   - *COVID-19 Fact Sheets* for Families or Teachers/Staff

| | |
|---|---|
| **B.** | **Collect Information** |

1. Determine potential infectious period. This information can be copied from *Checklist for Managing Student/Staff with COVID-19 Symptoms* if it was already collected.
   [**NOTE:** If person is asymptomatic, use the specimen collection date of the first positive COVID-19 test instead of date of symptom start]

   - _____/_____/_____ Date of symptom start **OR** Date of COVID-19 test if asymptomatic
   - _____/_____/_____ Infectious period begins (2 days prior to start of symptoms)
   - _____/_____/_____ Infectious period ends (10 days after start of symptoms)

2. Determine if COVID-19 positive student or staff was at school while infectious
   - _____/_____/_____ Y/N_____ (Date 2 days prior to start of symptoms)
   - _____/_____/_____ Y/N_____ (Date 1 day prior to start of symptoms)
   - _____/_____/_____ Last attendance date at school

3. Identify close contacts
   - Verify sick student/staff school schedule & attendance during infectious period
   - Identify potentially exposed students or staff
   - Consider if sick student may have exposed:
     - Other students in same classroom/s, other common area (bathrooms, lunchroom, etc.)
     - Other teachers, school staff
   - Consider if sick staff may have exposed:
     - Other school staff – ask about meetings, break rooms, trainings, etc.
     - Students – ask about students in assigned cohort & outside of classroom/s

4. Track COVID-19 positive students/staff and close contacts
   - Use *School Case & Close Contact Lists* in School toolkit

| | |
|---|---|
| **C.** | **Communication** |

1. Notify **School District COVID-19 Coordinator** of positive COVID-19 case
   - Send the *School Case & Close Contact Lists*

2. Work with the **District COVID-19 Coordinator** to notify close contacts of exposure and required quarantine from school
   - See *School Case & Close Contact Lists* in toolkit for the information needed
   - Consider multiple types of communication (email, letter, phone call). Ensure information is in preferred language (see toolkit for translated letters).

3. Notify **Public Health - Seattle & King County**
   - Use online reporting system: COVID-19 Intake Survey

4. Considerations for communication to school community
   - Notify all families and staff of number of COVID-19 positive students and staff (see *COVID-19 Fact Sheets* in toolkit)
   - Ensure identity of student or staff with COVID-19 is not shared and remains protected